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## Letter to Claire Engel regarding procedures for the Scholarship Committee, October 6, 1986

Carol Billings

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CAROL D. BILLINGS  
DIRECTOR

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October 6, 1986

Ms. Claire Engel  
Bowles, McDavid, Graff & Love  
P. O. Box 1386  
16th Floor, Commerce Square  
Charleston, West Virginia 25325

Dear Claire:

We'll continue our serious conversation next week, but now we must take care of mundane matters. Here are the various papers relating to the SEAALL Scholarship Committee. Last year's committee revised the application forms, but I think a few more changes may be in order.

Since copy for the December newsletter must reach Tim Coggins at U.N.C. by November 15, we will need to act with dispatch. I suggest the following procedure:

1. I will send each officer a copy of last year's form and ask their opinion on a couple of policy matters, and I would like to have you do the same with your committee members. Let's ask them to respond by October 29.
2. Then you can weigh the various opinions and incorporate them into the set of guidelines for applicants and the actual application form.
3. If there are differences of opinion, you may wish to circulate the draft to your committee (and send a copy to me so that I can inform the officers of proposed changes.)
4. By Nov. 13, mail final version of announcement (news story style) for newsletter plus the actual application form copy to Tim.

Here are some of the questions to be addressed by your committee:

1. Do we wish to eliminate anyone from consideration who has received an AALL or SEAALL scholarship within the last five years, or shall we ask the question

but leave the door open for deserving applicants who've won several years before and whose institutions can't afford to pay their expenses?

2. Shall we include a questions about participation in and service to AALL and SEAALL? Should a member who has worked willingly and faithfully for the chapter and/or AALL and whose institution cannot afford to send him to a meeting, etc. be assisted in order to continue to attend and participate?
3. Or, should the scholarships be aimed at new members?
4. Should we consider giving a percentage of the scholarships to newer members, and a percentage to people who have been around and have worked for the chapter? (Note: The chapter's treasury seems healthy enough at the moment that it is very likely that we may be able to increase the number of scholarships this year, probably to 5 or 6.)

That's all I can think of for the moment. I'm throwing in a copy of the NOALL Scholarship Guidelines just so you can see the difference from SEAALL. I'll talk with you next week to see how things are going. I'm sorry to throw this at you on short notice; so if I can help out in any way, just holler.

Take care, My Dear!

*Carol*

P.S. Let's add one more question:

5. Instead of making each scholarship worth the same amount, should the award vary with the need, e.g. airfare, etc.